



*To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.*

*Note: Pursuant to Section 101 of the Aviation and Transportation Security Act (49 U.S.C. § 114 (n)), this directive establishes Transportation Security Administration (TSA) policy regarding Split Shifts. This directive is TSA policy and must be applied accordingly.*

**REVISION:** This directive cancels and supersedes TSA MD 1100.61-3, *Split Shifts*, dated April 14, 2008.

**SUMMARY OF CHANGES:** Section 3, Authorities, revised; Section 4, Definitions, revised definitions; Section 5, Responsibilities, updated acronyms; Section 6, Policy, clarified use of split shifts and identified Transportation Security Officer (TSO) position titles; and Section 8, updated format.

1. **PURPOSE:** This directive provides TSA policy and procedures for utilizing split shifts.
2. **SCOPE:** This directive applies to employees in the Core Compensation System; it does not apply to members of the Transportation Security Executive Service (TSES).
3. **AUTHORITIES:** The Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA)
4. **DEFINITIONS:**
  - A. Administrative Workweek: Any period of seven consecutive days designated by the Assistant Secretary, or an appropriate designee, in advance of the start of the workweek. Generally, the administrative workweek begins on Sunday and ends on Saturday.
  - B. Compressed Work Schedule (CWS): For full-time (FT) employees, work schedules consisting of less than 10 days and no more than 80 hours per pay period. For part-time (PT) employees, work schedules consisting of less than 10 days and no more than 64 hours per pay period.
  - C. Conventional Work Schedule (ConWS): For FT employees, a work schedule consisting of five days per week, eight hours per day, and 40 hours per week (80 hours per pay period). For PT employees, work schedules consisting of five days per week, no more than 32 hours per week, and no more than 64 hours per pay period.
  - D. Core Compensation System: TSA's compensation management program covering all non- TSES employees, which outlines the policies, procedures, and guidelines that TSA will use to determine the compensation of employees in those positions. Positions in the Core Compensation System are in pay plan SV.
  - E. Full-Time Employment: A work schedule of 80 hours per pay period.
  - F. Organization: An entity within TSA that is headed by an official who has the authority to establish tours of duty, e.g., Administrator, Deputy Administrator, Assistant Administrators (AAs), Regional

Directors (RDs), Supervisory Air Marshals in Charge (SACs), Federal Security Directors (FSDs), or designees. For the purpose of establishing tours of duty the designee may be no lower than an employee's first line supervisor.

- G. Part-Time Employment: A work schedule between 16 and 32 hours per week (between 32 and 64 hours per pay period). PT employees may be assigned to split shifts, in accordance with this directive. PT permanent employees, and some temporary employees depending on the duration of their appointment, are eligible, generally on a prorated basis, for the same benefits as FT employees: leave, retirement, and health and life insurance coverage. See [TSA MD 1100.30-7, Part-Time Employment](#), for additional details.
- H. Rate of Basic Pay: The rate of pay in the Core Compensation System for the position to which the employee is or will be newly appointed. An employee's rate of basic pay includes a retained rate, but excludes additional pay of any other kind (e.g., locality pay, overtime, other forms of premium pay, etc.) Rate of basic pay is also referred to as base salary.
- I. Regularly Scheduled Administrative Workweek: For FT employees, this is up to six days of any consecutive 7-day period for which employees are regularly scheduled to work. For PT employees, it means the officially prescribed days and hours within a 7-day period during which the employee is regularly scheduled to work.
- J. Split Shifts: Any two shifts, lasting at least two hours each, in one 24-hour period with a break of at least two hours between shifts. More than two shifts may be scheduled if needed to support morning, midday, and afternoon or evening operations with a break of at least two hours between each shift.
- K. Split-Shift Differential: A form of premium pay paid to FT and PT TSOs, including Expert, Lead, Master, and Supervisory TSOS, for regularly scheduled split-shift work, as well as regularly scheduled and irregular/occasional overtime split-shift work. The split-shift differential is computed as a percentage (8%) of a TSO's rate of basic pay plus any applicable locality pay. See [TSA MD 1100.55-8, Premium Pay](#), and [the associated Handbook](#) for additional details.
- L. Tour of Duty: Hours of a day (a daily tour of duty) and the days of an administrative workweek (a weekly tour of duty) that constitute an employee's regularly scheduled administrative workweek.

## **5. RESPONSIBILITIES:**

- A. The appropriate Assistant Administrator (AA), or designee (e.g., RD, FSD, SAC), is responsible for overseeing the organization's position allocations, for scheduling the work of his/her employees to accomplish the mission of the organization, and for scheduling employees' regularly scheduled workweek so that it corresponds with the employees' actual work requirements.
- B. The Office of Human Capital (OHC) Payroll Office is responsible for providing training, advice, and guidance concerning the procedures for documenting split-shift work schedules in the TSA timekeeping system.
- C. Supervisors and managers are responsible for scheduling employees in a manner that best accomplishes TSA's work and mission responsibilities, and for determining when split-shift work schedules meet mission and operational needs.

D. Local Human Resources (HR) Specialists, or other designated staff members, are responsible for correctly entering employees' hours of work into TSA's timekeeping system. When employees' work schedules or work hours change, the HR Specialists are responsible for submitting Requests for Personnel Actions (RPAs) to TSA's HR Services provider prior to the requested effective dates.

**6. POLICY:** It is the policy of TSA to:

A. Allow organizational leadership the discretion to require employees to work split shifts during the course of the workday, provided the requirement to work more than one shift is the direct result of operational need (e.g., fluctuating private sector transportation industry schedules, or TSA functions that require 24-hour-a-day, 7-days-a-week operations, etc.).

B. Provide optimum flexibility in support of operations and provide consideration for employees' work-life situations. However, TSA's mission requirements are the primary determining factor in establishing work schedules.

C. Schedule split shifts such that:

- (1) There are at least two shifts in one 24-hour period. Each part of a split shift is at least two hours in duration and all breaks between shifts are at least two hours. Except in exigent circumstances, the time between the beginning of the first split shift and the end of the last split shift in a 24-hour period shall not exceed 12 hours. In an exigent circumstance (i.e., hurricane), the time between the beginning of the first split shift and the end of the last split shift in a 24-hour period shall not exceed 18 hours.
- (2) More than two shifts are allowed if additional shifts are needed to support morning, midday, afternoon or evening operations with a break of at least two hours between each shift.
- (3) The combined work hours in shifts do not exceed eight hours in a day, if the employee is working a ConWS, or does not exceed 80 hours in a pay period if an employee is working a CWS.

**NOTE:** Requiring an employee to work in excess of these hours could result in an obligation to provide overtime compensation.

- (4) An employee is not required to work more than two shifts in one 24-hour period unless there is an exception, as described in Section 6 C(2) above.

D. Provide a split-shift differential to TSOs (FT or PT), including Expert, Lead, Master, and Supervisory TSOs, who are scheduled to work split shifts due to operational needs. The split-shift differential is a form of premium pay, and is computed as a percentage (8%) of a TSO's rate of basic pay plus any applicable locality pay.

**7. PROCEDURES:**

A. When a program office needs to utilize split shifts to meet operational and mission requirements, the appropriate AA or designee (e.g., RD, FSD, SAC) will ensure that:

- (1) Assignments to split shifts are scheduled in advance of the administrative workweek (except when unexpected operational needs occur) and scheduled for periods of at least one week.

NOTE: This does not mean that every workday of the administrative workweek must be a split-shift workday, but that the employee must be notified of which days of the week will be split-shift work days and that such notification will occur in advance of the administrative workweek;

- (2) When possible, the split shifts on each day in the administrative workweek should be the same; and
- (3) Federal holidays will not have any effect on the designation of the period constituting the administrative workweek.

B. A PT TSO who voluntarily elects to switch from his/her PT schedule to a FT split shift schedule must complete and sign [TSA Form 1174, TSO Split-Shift Election](#). The election form must also be approved by the FSD or his/her designee (i.e., the Deputy FSD, or Assistant FSD).

C. Split-shift schedules will be documented in the TSA timekeeping system.

8. **EFFECTIVE DATE AND IMPLEMENTATION:** This policy is approved and effective the date of signature unless otherwise specified.

**APPROVAL**

*Signed*

April 20, 2016

\_\_\_\_\_  
Karen Shelton Waters  
Assistant Administrator for Human Capital

\_\_\_\_\_  
Date

**EFFECTIVE**

April 26, 2016

\_\_\_\_\_  
Date

Distribution: Assistant Administrator, Deputy Assistant Administrator, Regional Directors, Federal Security Directors, Supervisory Air Marshals in Charge, Business Management Division Directors, Administrative Officers, and Human Resources Specialists

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